

APPENDIX C. APPLICATION FOR PRELIMINARY PLAT APPROVAL
City of Lincoln, Illinois

Name of Subdivision: _____

Location: _____

Name of Subdivider: _____

Address of Subdivider: _____

Phone No. Where subdivider can be reached: _____

Application is hereby made for approval for the Preliminary Plat. The following documents are made a part of this application:

- a. One (1) copy of the Preliminary Steps Certificate
- b. Eight (8) copies of the Preliminary Plat including a Vicinity Map.
- c. Certificate of zoning compliance from the City of County endorsed on one (1) copy of the Plat.
- d. Names and Addresses of adjacent property owners.
- e. Any other data the staff seems necessary.

Action by the Planning Commission should be sent to:

Name: _____

Address: _____

Respectfully submitted this _____ day of _____, 20____.

Signed: _____

Number of Lots _____. Preliminary Plat Fee _____.

Planning Commission Action: Approve _____ Approve Conditionally _____,

Disapprove _____.

Comments: _____

_____.

Date: _____

Chairman of Planning Commission

APPENDIX B. PRELIMINARY STEPS CERTIFICATION FORM
City of Lincoln, Illinois

Preliminary Plat Requirements: Submit one (1) copy to the Planning Commission

Name of Subdivision: _____

Location: _____

Name of Subdivider: _____

Address of Subdivider: _____

Phone No. where subdivider can be reached: _____

Agency _____ Signature _____

Planning Commission: _____

Health Officer: _____

Township Supervisor
Or City-Council Member: _____

City or County Engineer: _____

Electric Company: _____

Gas Company: _____

Telephone Company: _____

APPENDIX E. APPLICATION FOR FINAL PLAT APPROVAL
City of Lincoln, Illinois

Name of Subdivision: _____

Location: _____

Name of Subdivider: _____

Address of Subdivider: _____

Phone No. where Subdivider can be reached: _____

Application is hereby made for approval of the final plat. The following documents are made a part of this application:

- a. One (1) copy of the Protective Covenants, if proposed.
- b. Original tracing and two (2) copies if Final Plat and Vicinity Map.
- c. Original tracings and four (4) copies approved improvement plans.
- d. One (1) copy of financial guarantees approved by States Attorney in amount stated by City Engineer.

Action by the Planning Commission should be sent to:

Name: _____

Address: _____

Respectfully submitted this _____ day of _____, 20____

Signed _____

Final Plat Fee: _____

City Council Action: Approve _____, Disapprove_____.

Conditionally Approve, Improvements to be Constructed _____.

Comments: _____

Date: _____

Chairman of Planning Commission

APPENDIX G. PLAT REQUIREMENT – CERTIFICATE OF APPROVAL

The City Council shall, upon motion and majority vote, approve the final plat and authorize the Mayor and City Clerk to sign original drawing of the final plat. The certificates on the final plat shall be in the following form with the signatures of the Chairman of the County Board of Supervisors and the County Clerk to be necessary where the plat covers land in the unincorporated one and one-half (1-1/2) mile fringe area:

Under the authority provided by Chapter 24, Illinois Revised Statutes, 1948, enacted by the State Legislature of the State of Illinois and ordinance adopted by the City Council of the City of Lincoln, Illinois, this plat was given approval by the City of Lincoln and shall be recorded only by the City Clerk.

Approved by the Plan Commission
at a meeting held

Chairman

Secretary

Approved by the City Council at a meeting held

Mayor

City Clerk

Approved by the City Engineer:

Approved by the County Board of Supervisors
of Logan County, Illinois at a meeting held

Chairman

County Clerk

APPENDIX H. FINAL PLAT REQUIREMENT – LAND SURVEYOR APPROVAL

Each final plat submitted to the City for approval shall carry a certificate signed by an Illinois Registered Land Surveyor in substantially the following form:

“I, (Name), hereby certify that I am an Illinois Registered Land Surveyor in compliance with the laws of the State of Illinois and that the plat correctly represents a survey completed by me on (Date); that all monuments shown thereon actually exist, and material is accurately shown.”

Seal _____
Signature

Illinois Land Surveyor No. _____

APPENDIX I. FINAL PLAT REQUIREMENT – DEED OF DEDICATION

Each final plat submitted to the City for the approval shall carry a deed of dedication in substantially the following form:

“We the undersigned, (Name), owners if the real estate shown and describe herein, do hereby lay off, plat and subdivide said real estate in accordance with the submitted plat. This subdivision shall be known and designated as (Name). All streets and alleys and public open spaces shown and not heretofore dedicated, are hereby dedicated to the public. Building setback lines are hereby established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure. There are strips of ground, (Number) feet in width, as shown on this plat and marked “Easement” reserved for the use of public utilities for the installation of water and sewer mains, ducts, lines, and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon said strips of land, but owners of lots in this subdivision shall take their title subject to the to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.

(Additional dedications and protective covenants, or private restrictions, would be inserted here upon the subdivider’s initiative or recommendation of the Plan Commission or City Council; important provisions are those specifying the use to be made of the property and. In the case of residential use, the minimum habitable floor area.)

The foregoing covenants, (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until them until January 1, 20___, (twenty-five year period is suggested); at which time, said covenants (or restrictions) shall be automatically extended for successive periods of ten (10) years unless indicated otherwise by negative vote of a majority of then owners of whole building sites covered by these covenants (or restrictions) in whole or in part, which said vote will be evidenced by petition in writing signed by the owners and duly recorded. Invalidation of any order, shall in no way affect any of the other various covenants or restrictions, which shall remain in full force and effect.

The right to enforce these provisions by injunction together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation thereof, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.”

WITNESS our Hands and Seals this _____ day of _____, 20_____

State of Illinois County of _____

Before me, the undersigned Notary Public, in and for the County and State, personally appeared, (Name), (Name), (Name), and each separately and severally acknowledged the execution of the forgoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

WITNESS our Hands and Seals this _____ day of _____, 20_____

Notary Public

APPENDIX J. SUBDIVIDER'S CHECK LIST

Subdivider's Check List

Note: It is recommended that the subdivider keep a running of the status of his plat by checking the appropriate boxes.

Action By Subdivider

- A. Retain a duly licensed engineer or surveyor to draw up the plat.

Name of Engineer or Surveyor

1. Consult with the City of Lincoln Planning Commission, Preliminary free hand sketch on topographic map.

Date of meeting (make appointment through secretary of Planning Commission)

2. Refer to the following official documents of the City of Lincoln and Logan County Planning Commission:
- a. Comprehensive Plan
 - b. Official Highway Plan
3. Secure the following official documents from the designated places.
- a. Zoning Ordinance from City Clerk
 - b. Building Code from Building Inspector's Office
 - c. Application Forms for approval from the City Planning Commission
 - d. Subdivision Regulations from City Planning Commission
 - e. Health Officer's Specifications
4. Secure preliminary review of site by:
- a. City Health Officer
 - b. City Engineer (pre-construction conference)
 - c. Planning Commission or City Council or Zoning Inspector Official
5. Secure the following documents relating to the site:
- a. Survey (including topography)
 - b. Title Search
6. Prepare Preliminary Plat of proposed subdivision complying with all State, County, and City regulations and City or County zoning ordinance.

Preliminary Plan Check List

A. Form:

1. Size – 36" x 48" (one or more sheets)
2. Scale – 1" = 100'
3. Eight copies required

B. Map Contents:

1. Boundary Lines – bearings and distance
2. Easements – Location, width and purpose
3. Streets On and Adjacent to the Tract – Name and right-of-way width, elevation of surfacing, legally established centerline elevations, walks, curbs, gutters, culverts, etc.
4. Utilities On and Adjacent to the Tract – Location, size and invert elevations of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone lines, and street lights; direction and distance to and size of nearest water mains and sewers adjacent to the tract showing invert elevation of sewers.
5. Ground Elevations on the Tract, Based on City Datum Plane – or land that slopes less than one-half (1/2) percent, show one (1) foot contours; show spot elevations at all breaks in grades, along drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions; for land that slopes more than one-half (1/2) percent show two (2) foot contours.
6. Subsurface Conditions on the Tract, if Required by the Plan Commission – Location and results of tests made to ascertain subsurface soil, rock, and ground water conditions; depth to ground water unless tests pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewage disposal systems are proposed.
7. Other conditions on the Tract – Water courses, marshes, rock outcrop, wooded areas, isolated preserve able trees one (1) foot or more in diameter, houses barns, shacks, and other significant features.
8. Other Conditions on Adjacent Land – Approximate direction and gradient of ground slope, including any embankments or retaining walls; characters and location of buildings, railroads, power lines, towers, and other nearby non-residential land uses or adverse influences; owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name, recording date, and number, and show approximate percent built-up, typical lot size, and dwelling type.
9. Zoning on and adjacent to the tract.
10. Proposed Public Improvements - Highways or other major improvements planned by public authorities for future construction on or near the tract.
11. Title and Certificates - Present tract designation according to official records in offices of the County Recorder; title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow.
12. The proposed name of the subdivision.
13. Its location by section, township, and range and as forming a part some larger tract or parcel of land referred to in the indexes of the records of the County Clerk.
14. Sufficient information to accurately locate the plat. (Reference to existing streets, plat etc., may be used. If there are none within a reasonable distance of the proposed subdivision, the vicinity map on a small scale should accompany the preliminary plat.)
15. The description and location of all survey monuments erected in the subdivision shall be shown.
16. The names and addresses of the persons to whom the notice of the hearing to be held by the planning agency should be sent (the subdivider, the designer of the subdivision, and the owners of the land immediately adjoining the land to be platted).

17. The names, locations, roadway width, right of way widths, approximate gradients and other dimensions of streets, alleys, easements, parks and other open spaces.
18. Sites, if any, for multifamily dwellings, shopping centers, churches and industry.
19. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.
20. Location and size of utilities.
21. Block numbers and layout, numbers, dimensions and area of lots.
22. Building set back lines, showing dimensions.
23. North point, scale and date of preparation.
24. Draft of protective covenants, (if any) whereby the subdivider proposes to regulate land use and otherwise protect the proposed development.

- ☐ 8. Obtain appointments through Secretary of City of Lincoln Planning Commission for review of preliminary layout of proposed subdivision.

Date of Meeting

Time

- ☐ 9. Review the preliminary plat and notify the subdivider of Commission's approval or disapproval in a formal communication.

Date of Communication

(If approved, the subdivider now has 12 months in which to file the final plat for approval of the Planning Commission)

Action By Subdivider

- ☐ 10. After receiving notice of approval of the preliminary plat and prior to the filling of the final plat, the subdivider shall present to the Commission detailed engineering drawings of all utility and street improvements to be constructed as required by the City Engineer and Health Officer.
- ☐ 11. Prepare final subdivision plat in accordance with subdivision Regulations.

Final Plat Check List

A. Form:

1. Size 36" x48" (one or more sheets)
2. Clearly and legibly drawn with ink on tracing cloth.
3. Original cloth tracing and two (2) copies required.

B. Map Contents:

1. Name of Subdivision
2. Location by township, section, town, and range, or by other legal description.
3. Scale one (1) inch to one hundred (100) feet (shown graphically).
4. Date and north point.
5. Boundary of plat, based on an accurate traverse, with angles and lineal dimensions.
6. Exact location, width, and name of all streets within and adjoining the plat, and the exact location and widths of all cross-walkways. Streets that are existing and named shall bear the names of the existing streets.
7. True angles and distances to the nearest established street lines or official monuments (not less than three), which shall be accurately described in the plat.
8. Municipal, township, county or section lines accurately tied to the lines of the subdivision by the distance and angles.
9. Radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs.
10. Location, dimensions and purpose for all easements.
11. All block, lot numbers and lines with accurate dimensions in feet and hundredths.
12. Location and description of permanent monument or benchmarks.
13. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for the public use with the purpose indicated thereon, and of any area to be reserved by deed covenant for common uses of all property owners.
14. Building setback lines accurately shown by dimension.
15. Protective covenants which meet with the approval of the Plan Commission shall be lettered on the final plat or attached thereto.
16. A summary on its face of all restrictions applicable to any part of said subdivision relating to building restrictions, use restrictions, building lines or otherwise.
17. A blank certificate of approval as set out in Appendix G.

C. Accompanying Documents Shall Consist of:

1. Certification by registered surveyor in the form set out in Appendix H.
2. Notarized certifications, by owner or owners, and by mortgagor or lien-holder of record, acknowledging the plat and the dedication of streets and other public areas.
3. An agreement executed by the owner and subdivider to make and install improvements provided for in Article VII in accordance with the plans specifications accompanying the final plat.
4. A notice from the City Council stating that the following have been filed with and approved by the City Council.

1. Certification by the City Engineer that all

improvements and installations to the subdivision required for its approval have been made or installed in accordance with the specifications; or a bond which shall:

- a. Run to the Mayor and City Council.
 - b. Be in an amount determined by the City Engineer to be sufficient to complete the improvements and installations in compliance with this ordinance.
 - c. Be with surety by a company entered and licensed to do business in the State of Illinois
 - d. Specify the time for the completion of the improvements and installations.
2. Evidence of a deposit with the City is escrow in cash or by maintenance bond equal to fifteen (15) percent of the estimate cost of surface improvements to be held by the City for a period of eighteen (18) months after the final completion of such work as a guarantee against any defect in the material or workmanship furnished and connection with such improvement latent in character and not discernable at the time of the final approval of such improvement, and to guarantee against any damage to such improvements by reason of settling of the ground, base or foundation thereof. After the termination of such eighteen (18) month period such deposit shall be refunded to the depositor, or developed; or in any defects have developed, balance of such deposit after reimbursement to the City for any amounts expended by it in the curing of such defects.
5. A certificate from the proper collector hereof that he finds no delinquent general taxes in that all special assessments constituting a lien on the whole or any part of the land to be subdivided have been paid.
12. Submit the Final Plat, with a formal application, to the City of Lincoln Planning Commission for final approval.

Date Submitted

Action by Planning Commission

(Must act within thirty (30) days after plat has been officially filed)

13. Planning Commission formally notifies the subdivider of approval or disapproval.

Action by Subdivider

14. If approved, the subdivider then proceeds to obtain the required signatures before filing Final Plat.